The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, August 22, 2012, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Kevin J. Doyle brought the work session to order at 6:04 p.m. Other board members present included vice chair Edmund S. Coale, III, and trustees Roberta E. Dillow, Mary S. Esmond, Katherine K. Rensin and Dennis R. Schrader. Kathleen B. Hetherington, secretary-treasurer, was also present.

I. Introduction of New Employees

Missy Mattey, director of development and executive director of the HCC educational foundation, introduced Jason Copley, associate director of development.

Sharon Pierce, vice president of academic affairs, introduced Loraine Frey, physical therapist assistant program clinical coordinator; Sandra Lee, instructor, English; and Christine Ward, continuing education nursing and allied health program director.

Cindy Peterka, vice president of student services, introduced Joy Stephens, assistant director, mental health counseling.

II. Presentation of President’s Higher Education Community Service Honor Roll Certificate

Sharon Pierce introduced Brittany Budden, director of service learning, who gave an overview of the service learning program.

III. Information Session: Television and Radio Station Tour

Sharon Pierce introduced Margaret Kahlor, executive producer, television services director, and Valerie Lash, chair of the arts and humanities division. Board members took an informational tour of the facilities. Television and radio faculty and staff gave overviews of the various programs and facilities.

The work session adjourned at 7:03 p.m.

The above constitutes the official minutes of the August 22, 2012, work session of the Howard Community College Board of Trustees as approved on September 27, 2012, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer
The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, August 22, 2012, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Kevin J. Doyle brought the work session to order at 7:08 p.m. Other board members present included vice chair Edmund S. Coale, III, and trustees Roberta E. Dillow, Mary S. Esmond, Katherine K. Rensin and Dennis R. Schrader. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. Approval of August 22, 2012, Agenda

A recommendation to approve the August 22, 2012, agenda was moved by Trustee Dillow, seconded by Trustee Coale, and unanimously approved.

B. Board Priority Items

1. Fiscal Year 2012 Board Accomplishments

   This item was for information only and required no board action.

2. Fiscal Year 2012 Strategic Plan Evaluation and Core Work Highlights

   Zoe Irvin, executive director of planning, research, and organizational development, gave an overview.

3. Financial Statements and Schedule Disclosure

   Lynn Coleman, vice president of administration and finance, gave an overview.

C. President’s Report

President Hetherington reported on her annual summer meetings with elected officials. She mentioned that she is representing mid-size community colleges statewide on the Maryland Association of Community Colleges (MACC) executive committee and by extension the legislative committee. She reported that HCC hosted the Minority Business Enterprises (MBE) university day, which brought people to campus who had never been to HCC. Dr. Hetherington reported that she served on an Association of Community College Trustees (ACCT) panel on board-CEO relationship. Dr. Sharon Pierce, vice president of academic affairs, and Dr. Georgene Butler, chair of the health sciences division, were commended on the successful physical therapy assistant program candidacy visit. Trustees were thanked for attending nursing recognition and fall convocation. The first Commission on the Future (COF) meeting with task force chairs was held earlier in the week. HCC has taken a leadership role in Maryland Institute for Leadership in Higher Education (MILHE) and hosted the Chair Academy at HCC with participation from 25 faculty and staff from across Maryland. Dr. Hetherington is heading a Middle States small team visit to a community college in New Jersey. Dr. Hetherington thanked faculty and staff, especially in the enrollment services area, for their outreach efforts to help students complete their registration process. Cindy Peterka, vice president of student services, gave an enrollment update including some of the factors contributing to current enrollment figures.

D. Board Member Comments

Trustee Schrader recommended that the primary focus on enrollment be related to providing quality and value.
Trustee Dillow commended the staff for the television and radio production tour. She also commended the service learning area on its much-deserved recognition. She commended Lynn Coleman, vice president of administration and finance, on receiving Leadership Howard County’s unsung hero award.

Trustee Esmond commended the faculty and staff for their awards and accomplishments. She commended the president on the awards she received over the summer. She said she continually impressed with the quality and dedication of the employees at HCC. She was also impressed by convocation speaker, Dan Schrider, alumnus of the year and president of Sandy Spring Bank.

Trustee Rensin seconded earlier comments and commended the president on receiving the SmartCEO Brava Award. She noted that the board accomplishments are a result of the dedication and hard work of HCC employees.

Vice Chair Coale reaffirmed earlier comments and was especially impressed by the enthusiasm of the Step UP presenters at convocation. He observed that one of the privileges of being a trustee is being part of a great institution like HCC.

Trustee Doyle noted that convocation made him realize the passion of people who work here and the culture of dedication that is apparent.

E. Reports to the Board

Trustee Rensin gave a report on the Howard Community College Educational Foundation Board of Directors, highlighting the upcoming Grand Prix.

Trustee Dillow gave a report on the Maryland Association of Community Colleges (MACC) Board of Directors. She mentioned that a new director had been hired – Dr. Bernard Sadusky. He will attend an upcoming HCC board meeting as part of his statewide board meeting visits.

F. Approval of Minutes

A recommendation to approve the May 23, 2012, work session, regular session, and closed session minutes, and the May 30, 2012, board retreat and closed session minutes, was moved by Trustee Rensin, seconded by Trustee Dillow, and unanimously approved.

G. Consent Items

1. Proposed new hires
2. Grants and Scholarships
3. Ratify and confirm purchase of identity management system
4. Ratify and confirm health sciences building audiovisual systems
5. Ratify and confirm employee assistance program (EAP) services
6. Ratify and confirm summer graduates

A recommendation to approve the consent items was moved by Trustee Rensin, seconded by Trustee Coale, and unanimously approved.

H. Discussion Items

1. Commission on the Future Task Force Service

Trustees volunteered to serve on the following task forces.
2. **Furniture and Equipment for the Health Sciences Building**

Lynn Coleman gave an update.

*A recommendation to designate the Maryland Correctional Enterprises as a sole source provider and purchase necessary furniture for the new health sciences building, was moved by Trustee Dillow, seconded by Trustee Schrader, and unanimously approved.*

I. **Information Items**

1. **Board Calendar**

Linda Emmerich, executive associate to the president, highlighted calendar items. She reminded the board that the September meeting is on Thursday, September 27, 2012, in observance of the Jewish holiday earlier in the week.

This item was for information only and required no board action.

2. **Agreements Signed by the Board Chair Disclosure**

This item was for information only and required no board action.

3. **Personnel Summary**

This item was for information only and required no board action.

**Closed Session**

Chair Doyle read the resolution to go into closed session.

*A recommendation to adjourn the regular session and go into closed session was moved by Trustee Rensin, seconded by Trustee Dillow, and unanimously approved.*

The regular session was adjourned at 8:15 p.m.

The above constitutes the official minutes of the August 22, 2012, regular meeting of the Howard Community College Board of Trustees as approved on September 27, 2012, and is a true and correct copy of the same.

[Kathleen B. Hetherington, secretary/treasurer]
The Board of Trustees of Howard Community College (HCC) met in closed session on Wednesday, August 22, 2012, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Kevin J. Doyle read a resolution to enter into closed session at approximately 8:15 p.m. Other board members present included vice chair Edmund S. Coale, III, and trustees Roberta E. Dillow, Mary S. Esmond, Katherine K. Rensin, and Dennis R. Schrader. Kathleen B. Hetherington, secretary-treasurer, and Cynthia Peterka, vice president of student services, were also present.

Whereas, the board of trustees of Howard Community College is authorized by Section 10-508 of the State Government Article of the Annotated Code of Maryland to conduct certain portions of its meetings in closed session.

Now, therefore, be it resolved that the board of trustees of Howard Community College hereby conduct its meeting in closed session beginning on August 22, 2012, at the conclusion of the regular meeting in The Rouse Company Foundation Student Services Hall, room 400 to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; and to consider the acquisition of real property for a public purpose and matters directly related thereto as permitted under Section 10-508 (a1i) and (a3) respectively and that such meeting shall continue in closed session until the completion of business.

During the meeting, the board of trustees discussed the aforementioned items.

The meeting was adjourned at 9:40 p.m.

The above constitutes the official minutes of the August 22, 2012, closed session of the Howard Community College Board of Trustees as approved on September 27, 2012, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer